



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

MINUTES

Kelce Leadership Team
9:30 a.m., April 27, 2021

Present: Din Cortes, Paul Grimes, David Hogard, Steve Horner, Lynn Murray

- I. Administrative
 - a. COVID-19 Issues
 - i. TBA – if everyone is vaccinated, meetings can take place without masks
 - ii. Health Center has enough doses to make vaccinations available during CARES
 - iii. Rapid covid testing available for departing students today through May 14th
 - iv. Summer Camps – will follow CDC guidelines in effect at time of camp / mitigation plans need to be filed for camps and summer programs
 - b. Fall Break – decision to be made at President’s Council next Monday
 - c. Annual administrative reviews coming up; Deans’ will be in May. Kelce Administrators reviews before the end of June. Dean will provide a template for consistency in reports.
 - d. Back to Campus planning task force – need to submit a name to Howard by end of week
 - i. Discussed need for a nomination from Kelce before the end of this week. Dr. Grimes will contact individual suggested in meeting.
- II. Building Renovation Project
 - i. Meeting about office furniture last week – options presented not a good fit for our expectations and needs
 - 1. Purchasing will work with company to find the needed expertise and experience with furnishing higher ed buildings to offer better options for offices and classrooms.
 - 2. Designers are often hired to come in and design all spaces/furnishings for buildings and we may need to think about doing this.
 - ii. Timeline – “about a month” to finalize pre-bidding documents/procedures. Plans are currently being reviewed by KBOR.
 - iii. Campus relocation – Shirk Hall may be in play given campus needs
- III. Miscellaneous
 - a. Scholarships and Awards Recognition Program – now posted on website
 - i. Donors and recipients will be contacted about viewing pictures and program on Kelce web page
 - b. Open Job Search Update
 - i. CIS Instructional faculty – 11 applications to date; first consideration at the end of this week
 - ii. Administrative Associate – Rachel’s final day will be May 28; Dr. Horner working with HR on completing items on the road map to begin search
 - c. KNEA negotiations
 - i. P&T Template Taskforce to oversee revisions – current template is very old; Digital Measures Task Force will work with a P&T Template Taskforce to provide consistency; Kelce may need to assign a rep to the combined working group
 - ii. Elimination of student evaluations from contract – Provost requests alternative for student input before considering any major changes
 - iii. Working on crafting a way for KNEA to express salary desires to the administration at the beginning of the annual budget building process. Intent to keep everything in-house.
- IV. End-of-term faculty meeting scheduled for next Monday, May 3rd
 - i. Review draft agenda and finalize

- ii. Need to decide where on the agenda recognition of retirees will be placed – KLT decided to plan a reception in Room #121 at 2:00 p.m. prior to faculty meeting at 3:00 p.m.; Mimi will double-check that both Dr. Freund and Dr. Bracker are available
- iii. Dr. Murray will take pictures of all awardees / presentations
- iv. Building discussion and what will happen with furniture and equipment left in building
- v. Societal Impact Task force report by Sang Lee
- vi. Strategic Planning; Student Honor Pledge; proposal for generalist undergraduate degree will be main discussion items for faculty
 - 1. Will ask faculty to “declare support” for the Student Honor Pledge
 - 2. Discussed formulating new minors and legislation process of proposed new degree – plan to send forward in the fall
 - 3. Meeting will be scheduled with Registrar to ensure generalist degree fields of specialization will be transcribed appropriately
- vii. General announcements to include AACSB processes; Digital Measures updates; Research papers submitted to Dean’s office; Dr. Horner plans to retire at the end of next year; Dr. Cortes sabbatical?

V. Updates

- a. AACR – David Hogard – student employment needs for summer; will be out a week in July
- b. DOBE – Lynn Murray – student “survival kits” distributed today and tomorrow; Josh and Katie Beth will be working on social media for the college during Pitt Cares; will be out from May 6-16
- c. KGSB – Din Cortes –submitted finance module for AACSB report
- d. KUSB – Steve Horner – no report
- e. ADMIN – Mimi Morrison – admins meeting this afternoon to discuss student employee needs for summer and fall

VI. On-going Business: AACSB Accreditation

- a. File CIR application by July 1, 2021
- b. Initiate planning:
 - i. Faculty Qualifications – revise in response to review and update to meet new standards
 - ii. Journal Quality – incorporate statement into our Research Vision document

VII. Other Business

- a. Digital Measures recently acquired by WaterMark. Problems with customer service and response time. May need to cancel contract if not more proactive with providing assistance.
- b. Donor gift to air condition the Weede and put up video boards
- c. Commencement – graduate school program: Dr. Cortes will hood all graduates and Dr. Grimes will pass out diplomas; undergraduate school: Dr. Grimes will distribute diplomas. Anticipating good representation of students from Kelce graduating at both ceremonies. ≈ 150 business graduates expected in total

Dates to Remember:

- 1. Commencement – April 30 and May 1
 - a. Kelce Undergrad and Grad Ceremonies on May 1
- 2. Finals Week – May 3 through May 7
- 3. Grades Due – May 12
- 4. Spring Break Week – May 10 through May 14